ONDEMAND - SRPT

ON-LINE REPORT VIEWING

May 2001

INDEX

OnDemand is opened from within your CICS system. Each OnDemand user must first logon to CICS. After the CICS logo is presented, type "SRPT" and press "ENTER". The "Report Selections Options" menu should be displayed.

<div align="center">OR</div>

For those who have "Super Session", simply logon to your Super Session and place your cursor at the SRPT Session ID and press "ENTER". The same screen should appear:

```
        ******    *******    *    *******    *******    *****
      **    **   **    **   *   **    **   **    **   **    **
     **        **    **   **  *       ***  **    ***  **       **
    **        **    **   **  *      ***  *******   **   *  **
   **        **    **   **  *         **       **   **      **
   **    **   **    **   **  *   **      **       **   **   **
   ******    *******    *    *******      **       *****

 OnDemand for OS/390                              Date:    03/19/01
                                                 Time:    16:07:06
           Report Selection Options              Lterm:   ISD13313

   Report Identifier...............:   _____


   Report Date Range...............:   __ / __ / __ - __ / __ / __  MM/DD/YY

   Fastpath?.......................:   N
   Browse Report?..................:   _

             Enter=Search    F1=Profile    F3=End    Clear=Exit
```

From the screen shown above, press F1 for "Profile." Your Userid should already be showing, so the only fields that need to be filled are "Destination" for the printer location in your office that you will be using to print reports, whether or not you want a banner page (Y/N) printed with each of your reports, and "Routing Info" to be printed on the banner for ease in distributing the printed reports. The Destination and Class will be determined by the IT person in your agency.

See the example on the following page. Press F4 to save this information as the default.

```
                          OnDemand for OS/390
                        User Profile Maintenance

    Userid........ :  JDOE

    FastPath...... :  N
    NLS Code...... :  ___

    Output Defaults
       Destination :  T5_____           Node: _____         Class: 1
       Banner Page :  Y         Routing Info: JOHN DOE - YOUR AGENCY
          Formdef: _____   Pagedef: _____    Forms: _____    Writer: _____




              F3=End     F4=Save     F5=Delete     Clear=Main
```

Step 3:   **Specifying Selection Criteria**

OnDemand processes report documents that have been previously captured in the system. This menu allows you to enter the preliminary report selection criteria for the report you want to view.

The "Report Selection Options" has three input fields:

- Report Identifier -- the OnDemand report series. Examples of Report Identifiers are:
  - -- MB for accounting reports;
  - -- PP for payroll reports; and
  - -- Enter the exact report number if known (e.g., MB4120BB).

- Report Date Range -- fully specified date in MM/DD/YY format. The values specified in the Start Date and End Date fields are compared with the report date.

- Fastpath? -- the fast path indicator (Y/N). Allows the user to choose whether the "Report Selection Results" panel is displayed when only one report matches the request. Fastpath is a nice feature when you know the exact report number you want, and especially when the user refers to the same report(s) frequently. This feature is not recommended for browsing through screens.

A value must be specified for either the Report Identifier or Report Date. When you only provide a value for the Report Identifier, OnDemand will list all reports in the system with the same report series. When you only provide a value for the Report Date Range, OnDemand will produce a list of the reports in the system that fall between the range specified. You can limit your selection further by entering values for both fields.

If you wish to supply values for the "Report Date Range", a Start Date must be provided; an End Date is optional and defaults to the current date. Each date field is verified to insure it is in the proper format.

> **NOTE: Entering a date range on this screen is not recommended unless you are using "Fastpath" and know the exact dates of the report. See Step 5 for entering dates while browsing.**

The "Report Selection Options" menu has the following program function keys located at the bottom of the panel:

- **ENTER** -- Press ENTER after supplying the appropriate values for the input fields.
- **F1** -- Press F1 from this panel to work with your user profile.
- **F3** -- Press F3 to return to the previous screen.
- **CLEAR (Pause/Break** on some keyboards) -- Press CLEAR from this screen to terminate your OnDemand session. You will be returned either to the native CICS screen or to your Super Session screen. This is a quicker way to escape than using the F3 key.

An error message appears at the bottom of your screen if you press an invalid program function key or if you enter invalid data in either of the input fields. An information message appears when OnDemand cannot find any reports that match your selection criteria.

Enter MB or PP in the Report Identifier field, or the exact Report Number, and press "ENTER". In this example we have entered "PP" to view a payroll report:

```
      ******    *******     *    *******    *******     *****
     **   **    **   **    *   **   **    **   **     **   **
    **       **   **    **   **    *    ***   **    ***   **      **
    **       **   **    **   **    *    ***   *******    **  *  **
    **       **   **    **   **    *        **    **      **      **
    **   **    **   **    **   **    *    **    **    **      **   **
     ******    *******    *    *******    **      *****


 OnDemand for OS/390                                    Date:    03/19/01
                                                        Time:    16:07:06
            Report Selection Options                    Lterm:   ISD13313

   Report Identifier...............:  PP



   Report Date Range...............:   __ / __ / __ - __ / __ / __  MM/DD/YY

   Fastpath?.......................:  N
   Browse Report?..................:  _


              Enter=Search   F1=Profile   F3=End   Clear=Exit
```

The "Report Selection Results" display presents the results of the search against the OnDemand database for all "PP" reports (or "MB" reports). The display below indicates that twelve OnDemand reports satisfied the selection criteria. Additional information about the reports are provided:

- A(ction) C(ode) -- the action to be performed.
- Report ID -- the OnDemand report number. (For "Fastpath," you would have entered this number on the previous screen.)
- Report Description --the report title that appears in the report is often used as the report description.
- Date Captured -- the date the report was last capture-posted by OnDemand.
- Posting Date -- the date the report was created.
- Index Status -- the status of the report indexes.

```
                              OnDemand for OS/390
                         Report Selection Results            Page   1   Of   1
        Report ID: _____    Enter value to reposition the list
   A    Report              Report            Capture     Posting   Indx
   C      ID            Description          Date/Time      Date     Stat
   -   --------   ----------------------   --------------  --------  ----
   _   PP4400XA   PAYROLL AUDIT CHECK REGI 03/06/01/13:53  03/08/01  ONLN
   _   PP4400XX   PAYROLL AUDIT REPORT     03/06/01/13:53  03/08/01  ONLN
   _   PP4890AA   PAYROLL REGISTER         03/06/01/18:57  03/06/01  ONLN
   S   PP4892AA   VACATION - SICK LEAVE BA 03/06/01/18:59  02/28/01  ONLN
   _   PP4892AB   OTHER - COMP HOURS       03/06/01/18:59  02/28/01  ONLN
   _   PP4893AA   EMPLOYEE DEDUCTION REPOR 03/06/01/18:57  03/06/01  ONLN
   _   PP4900ZA   DEDUCTION REPORT BY DEPT 03/06/01/17:25  03/06/01  ONLN
   _   PP4900ZZ   DETAILED DEDUCTION REPOR 03/06/01/17:25  03/06/01  ONLN
   _   PP6026AA   SALARY HISTORY REPORT    03/06/01/17:35  03/06/01  ONLN
   _   PP6190AA   PAYROLL CHARGES          03/06/01/13:49  03/06/01  ONLN
   _   PP6191CC   RETIREMENT DEDUCTIONS    03/06/01/18:04  03/06/01  ONLN
   _   PP6198AA   AGENCY POSITION LISTING  03/06/01/17:53  03/06/01  ONLN




 Enter Action Above - S=Select  Q=Deferred Recall  I=Immed Recall  B=Browse Rpt
             Enter=Action  F3=End  F7=Pg Bkwd  F8=Pg Fwd  Clear=Main
```

The "Report Selection Results" screen has the following program function keys located at the bottom:

- **ENTER** -- Select a report.
- **F3** -- Return to the "Report Selection Options" screen.
- **F7** -- Scroll backward one screen.
- **F8** -- Scroll forward one screen.
- **CLEAR** (or **Pause/Break**) -- Return to the "Report Selection Options" screen.

An action code must be typed beside the report you wish to search.

Type "S" in the action field beside the "Vacation - Sick Leave Balance Report" and hit ENTER. The "Directory Search Menu" will display. (NOTE: Action Codes "Q" and "I" serve no function at this time.)

The "Directory Search Menu" allows you to further refine the report search criteria. The content varies depending on the report being processed. The input entered on this panel is used to search the OnDemand database and present a list of report documents that match the search criteria.

The number of Search Key fields varies with each report. There is usually a minimum of three fields of data available for refining a report. You must supply a value for at least one search key.

Type in your department number and any other necessary information requested. Tab through the field marked "Adv" in the upper right corner. It means "Advanced Search," but this feature is not in use at this time. (Likewise, disregard the message at the bottom of the screen, "Action Code of S in Advanced Column.")

This is the best point for most users to enter the date range. The default date is the most current date of the requested report. Some payroll and accounting reports go back as far as January 1995; others do not. Your agency administrator has access to the retention dates of each report.

The Fastpath indicator (Y/N) allows the user to choose whether the "Directory Search Results" panel is displayed when only one document matches the request. Once you have keyed the information needed, press "ENTER".

```
                    OnDemand for OS/390  -  Directory Search Menu       Len    Adv
      Report Identifier : PP4400XA                             Range
DEPT . . . . . . . .  =  ###_____  03 - 03 _




















     Search Operator . . . . . . .:  __   (A=And, O=Or.  Default is And.)
     Search From - To Date . . . .:  12 / 31 / 00 - 03 / 31 / 01    MM/DD/YY

     Fastpath? . . . . . . . . . .:  N   (Y/N)
 Enter=Search    F3=End    Clear=Main          (Action Code of S in Advanced column)

```

The "Directory Search Menu" has the following program function keys at the bottom:

- C   **ENTER** -- Select a report.
- C   **F3** -- Return to the "Report Selection Results" screen.
- C   **CLEAR** (or **Pause/Break**) -- Return to the "Report Selection Options" panel.

An error message appears at the bottom of the panel if you enter invalid data in the input fields. An informational message displays when no document matches are found.

In this example the "Directory Search Results" screen presents the results for the search data from the previous page. The "Directory Search Results" screen has the following function keys at the bottom:

      C   **ENTER** -- View document.
      C   **F3** -- Return to the "Directory Search Menu" screen.
      C   **F7** -- Scroll backward one screen.
      C   **F8** -- Scroll forward one screen.
      C   **CLEAR** (or **Pause/Break**) -- Return to the "Report Selection Options" screen.
        [**F9** and **F10** are not available on this screen.]

Type a "V" beside the document you want to view and press "ENTER". You can choose to view more than one document in the list by typing a "V" beside multiple documents before pressing "ENTER". To view all documents listed, type an "A" beside the document you want to view first and press "ENTER".

```
                              OnDemand for OS/390
                         Directory Search Results      Page    1   of      1
                    Report ID:  PP4892AA – VACATION – SICK LEAVE BAL
 A
 C    DATE     DEPT.   DEPT/DIV

 -  --------   -----   --------

 _   02/28/01  ###     ###  ###
 V   02/28/01  999     999  111

 Enter Action Above – V=View  A=View All  P=Print batch
  Enter=Action  F3=End  F7Pg Bkwd  F8=Pg Fwd  F9=Left  F10=Right   Clear=Main
```

The "Report Display" screen allows you to browse and optionally print the document. The screen content varies with each OnDemand report. OnDemand logs all document display requests in the OnDemand database.

The "Report Display" screen has multiple program function keys available located at the bottom. The function keys allow you to manipulate the document while viewing.

- C   **ENTER** -- Search for key word or phrase (FIND Command).
- C   **F1** -- Work with logical views.
- C   **F2** -- Repeat FIND.
- C   **F3** -- Return to the "Directory Search Results" menu.
- C   **F4** -- Print all or part of the document.
- C   **F5** -- Page backward.
- C   **F6** -- Page forward.
- C   **F7** -- Scroll backward one panel.
- C   **F8** -- Scroll forward one panel.
- C   **F9** -- Shift left on screen.
- C   **F10** -- Shift right on screen.
- C   **F11** -- Scroll to the previous document.
- C   **F12** -- Scroll to the next document.
- C   **CLEAR (Pause)** -- Return to the "Report Selection Options" panel.
- C   **CMD==>** Command Line

```
                              OnDemand for OS/390
Report ID:  PP4892AA                               Page        1 of        6
Date:   02/28/01      VACATION - SICK LEAVE BAL    Line:       1 Col:       2

            02/28/01


                                  SERVICE      ANNUAL LEAVE HOURS
          NAME          SSN     SEX  YRS ANN  TO        CUR CUR YTD YTD
                                     SVC MO. CNCL  C/O  ERN TKN ERN TKN  BAL  C
   BIRD, TWEETY      XXX XX XXXX  M    1   1        53    8       16          69
   BUNNY, BUGS       XXX XX XXXX  M   20   7       240   16       32         272 13
   COYOTE, WILEY E.  XXX XX XXXX  M   18   9        30   16   3   32   8     54  2
   DOE, JANE         XXX XX XXXX  F    3   2        97   10   4   18   7    108  2
   DOLL, BARBIE      XXX XX XXXX  F   11   8        42   12   7   24  15     51  1
   DOLL, KEN         XXX XX XXXX  M   21   9       232   16       32         264 17
   DOO, SCOOBY       XXX XX XXXX  M   29   8       236   16  12   32  29    239 13
   DUCK, DAFFY       XXX XX XXXX  M   17   8       206   14  18   28  20    214  1
   FUDD, ELMER       XXX XX XXXX  M   16   5       156   14   4   28   4    180  7
   ROBIN, CHRISTOPHER XXX XX XXXX M   21  12       240   16       32         272  5
   SAM, YOSEMITE     XXX XX XXXX  M    9  10       227   12   2   24   8    243  3
   TALKSALOT, SALLY  XXX XX XXXX  F   12   2       240   14       26         266  4



F1=Logview  F2=Rfind  F3=End   F4=Output  F5=Pg-1  F7=Bkwd  F9=Left   F11=Doc-1
CMD==> _                       Clear=Main  F6=Pg+1  F8=Fwd  F10=Right  F12=Doc+1
```

FIND Command

If you want to <u>find a particular item</u> in the report (individual, amount, etc.), on the "Command Line" (CMD) you would type FIND ****** and press "ENTER". For example, if you wanted to find an individual's information by name, you would type "FIND SMITH" and press ENTER. To repeat the search for the next occurrence, press "F2".

If you want to <u>go to a specific page</u> in the report: Go to the upper right hand corner of the OnDemand screen, change the Page # (Example: Page 1 of 5 -- change to Page 3 of 5) and press ENTER. This will advance you to Page 3 of the report.

Step 8:   **Printing the Document**
_____

If you want to print all or part of the document, press "F4" and the following screen will appear:

```
                              OnDemand for OS/390              Date:   03/20/01
                            Output Selection Options           Time:   08:40:58
                                                               Lterm:  ISD12422

        Select Output Option:  2
     1.   Print current page plus        ____
     2.   Print entire document
     3.   Print page range               _____ - _____  (Start – End)
     4.   Batch print entire document
 Output options
 Class . . . .:  1      Dest . .  _____ T5
 Banner. . . .:  Y
 Copies. . . .:  _____                    Routing. . :   YOUR NAME & AGENCY




                                         Save User profile? . . . . . . .:  N
                             Enter=Print  F3=End  Clear=Main

```

The information entered on the "Output Selection Options" screen is used to print all or a part of the displayed document. You must specify an Output Option and destination (Dest).

This screen has the following input fields:

- Output Option: a number corresponding to one of the Output Options listed below:

    -- (1)   Print Current Page Plus: option 1 results in limiting the print output to the currently displayed page plus a specified number of pages.

-- (2) Print Entire Document: Recommended print method for most smaller reports. Option 2 results in printing the entire document immediately to the printer specified in the Destination. After pressing ENTER a message will appear saying you successfully printed the report.

-- (3) Print Page Range: option 3 results in printing only those pages of the document specified. An accompanying value must be provided in the 'From' and 'To' input fields.

-- (4) Batch Print Entire Document. This option prints the report at ITD and should be ready the following day. It is recommended that this method only be used for reports that are large or for reports that you cannot print at your own printer. Please notify ITD production control personnel if you will be printing a report using an ITD printer.

   If for some reason you did not want the batch print option, or you happen to pick this method of printing in error, please have your OnDemand Administrator cancel the batch request or call the ITD Help Desk.

- Dest: The printer destination or USERID for the output. A destination is required for all print requests.

- Class: The printer class for the output. A class is required for all print requests.

- Banner: The banner page indicator (Y/N). The user may specify whether the OnDemand banner page should be generated with the print output.

- Number of Copies: The number of copies requested. The default is one copy.

- Routing Information: Routing information printed on the OnDemand banner page when the document prints.

- "Save User profile?" Unless you are changing the information from your User Profile, such as switching to a different printer, you can leave this as "N" for no. If you want to change anything on your User Profile, key in a "Y" after making the changes.

The "Print Selections Options" screen has the following program functions available at the bottom:

- **ENTER** -- Press ENTER after supplying a value for the panel input fields to print.
- **F3** -- Return to the "Report Display" screen.
- **CLEAR (Pause)** -- Return to the "Report Selection Options" screen.

The following fields will stay as your default until changed in your User Profile: Class, Destination, Banner, and Routing Information. The output options of 1 through 4 must be entered for each print request.

The F1 function key allows users to manipulate how they view data on certain reports. The procedures outlined here will not affect any of the data, only how it is arranged for your viewing needs. This feature is not often used, as most find it does not provide any quicker information than the reports already available. However, we are including this step for informational purposes.

Currently the only reports that allow Logical Views are:

MB1890AA	MB4621AA	MB5110AA
MB1890AB	MB4631AA	MB5130AA
MB3030AA	MB4911AA	MB5140AA
MB3040AA	MB4911BB	MB5150AA
MB3045AA	MB4915AA	MB5150BB
MB3050AA	MB4915BB	MB5300AA
MB3060AA	MB4925AA	MB5510AA
MB3060BB	MB4925BB	MB5520AA
MB4110AA	MB4950AA	MB5530AA
MB4110BB	MB4951AA	MB5540AA
MB4120AA	MB4951BB	MB5550AA
MB4120BB	MB4955AA	
MB4130AA	MB4955BB	PP4400XA
MB4140AA	MB5010AA	PP4892AA
MB4205AA	MB5020AA	PP4892AB
MB4310AA	MB5025AA	PP4900ZA
MB4610AA	MB5030AA	PP4900ZZ
MB4615AA	MB5040AA	PP6191CC
MB4620AA	MB5045AA	

The "View List Selection Menu" displays all of the logical views available to you for the current report. You can specify an action code on the screen to change the characteristics of the views.

To select a view, type an "S" beside the view you want on the screen and then press "ENTER".

If you want to change which view the system will default to when a report is retrieved, you put an "X" beside any of the views on the panel; and press "ENTER". Then press "PF3" to return to the "Report Display" screen. This screen will now reflect the report layout for the newly selected view.

Now we will add a personal logical view. To do this we will type an "A" beside the first "View Not Defined" listed on the screen and press "ENTER". The "OnDemand View Definition Menu" screen will appear.

To add a view, you must supply a value for the View Name, Title Hold and Order Fields on the screen. The screen below shows that we have given the view name of "EXAMPLE". Title Hold has been left blank, and we have ordered the fields we want to view : (1) Check Number; (2) Name; (3) Vendor #; (4) Ck Amt; (5) Ref Doc; and (6) Amount.

```
                           OD/390 View Definition
        Report ID:   MB1890AB02          Report Name:    MONTHLY CHECK DIST REGISTER
        View Name:   EXAMPLE*  View Description:    View 2 not defined    Title Hold:   N

        Order     Hold       Column Description       Column Start      Column Length
        -----     ----       ------------------       ------------      -------------
                             DEPT NUMBER                  002               005
          1                  CHECK NUMBER                 007               008
          4                  CK AMT                       015               013
          2                  NAME                         039               022
                             FUND NO.                     062               003
                             APPN                         066               003
                             APPN LINE                    070               002
          5                  REF DOC                      073               013
                             COST CNTR                    087               004
                             OBJ NO                       092               004
                             AGCY OBJ                     097               004
                             PROJ NO                      102               005
                             GR/SUB/PH                    108               012
          6                  AMOUNT                       121               012
          3                  VENDOR #                     028               010


             F3=End          F4=Save        Clear=Main
```

Press ENTER to validate the view. Make any changes or corrections to the view, as required. Once this is done you press "PF4" to save the view. A message is displayed at the bottom of the screen after the view is saved.

Press F3 to return to the previous screen.

Now that we have added a logical view, we can select that view. We type an "S" by the new view that we have defined and press "ENTER". We then press "PF3" and we will return to the report display screen showing the new view that we have defined. See the sample display screen on the following page.

```
                                 OnDemand for OS/390
Report ID:  MB1890AB                                    Page        1 of        17
Date:   03/30/01                MONTHLY CHECK DIST REGISTER   Line:       1 Col:       55

 RUN DATE 03/30/01                 YOUR DEPARTMENT NAME        MB1-890-AA         PAGE    17
                          SAMIS CHECK DISTRIBUTION REGISTER FOR 03/01

DEPARTMENT xxx
    CHECK                         VENDOR      CHECK              REF DOC
      NO          VENDOR NAME       NO         AMT          NO      LINE       AMT
    DATE 03                                   /01/01
    ACH        DONALD DUCK       XXXXXXXXXX    1,013.35   MB022915-0001        743.20
                                                          MB022915-0002        248.40
                                                          MB022915-0003          6.75
                                                          MB022915-0004         15.00
    ACH        DAISY DUKE        XXXXXXXXXX    1,083.15   MB022914-0001        804.75
                                                          MB022914-0002        239.40
                                                          MB022914-0003         39.00
    7654321    WOODMANSEES       XXXXXXXXXX      848.59   MB022909-0001        848.59
    7654322    POSTMASTER        XXXXXXXXXX      215.91   MB022910-0001        215.91
    7654323    ABC BOOK CO.      0000000000    1,245.29   MB022911-0001      1,245.29
    7654324    COLE PAPERS       0000000000      948.23   MB022912-0001        948.23


 F1=Logview    F2=Rfind     F3=End     F4=Output     F5=Pg-1     F7=Bkwd     F9=Left     F11=Doc-1
 CMD==> __                              Clear=Main    F6=Pg+1     F8=Fwd     F10=Rght    F12=Doc+1
```

Other Options:

If after setting up your new logical view you decided you wanted to change the order or the name, hit F1 to go back to the View List Selection menu. Type a "U" beside the view you want to update and press "ENTER". Make the necessary changes you want and then press "PF4".

If you want to browse a different logical view, type "B" beside the view you want to browse. You may review the column definition and determine whether you want to process the view. NOTE: You may not choose to delete a view from this screen if you originally selected to browse the view on the previous screen.

If you want to delete a logical view, type "D" beside the view you want to delete. You may review the column definition and determine whether you want to delete the view or not. If you choose not to delete the view, press F3 to return to the previous screen. Press F5 to delete the view. A message displays at the bottom of the screen after the view is deleted.

There are two ways to exit out of OnDemand, and they will work on any screen you are in:

1. Press the CLEAR or PAUSE key, which will bring you to the "Report Selection Options" screen. Press the key again, and you will be at your Super Session screen.

2. Keep pressing F3 to escape out until you reach a blank screen. Then type "OFF" and press ENTER to get back to Super Session.

NOTE TO ONDEMAND ADMINISTRATORS

There is an online Help manual available for OnDemand administrators by typing in "CDODINFO" as the Report Identifier and "Y" for Fastpath. Press ENTER and browse through the pages for tips on setting up reports, security, mergeclass data, and others.

```
        ******    *******      *    *******    *******     *****
      **    **    **    **     *   **    **   **    **    **    **
     **         **    **      *         ***   **   ***   **        **
    **         **    **      *         ***   *******    **   *   **
    **    **   **    **     *         **    **         **     **
    **    **   **    **    *   **    **    **         **   **
    ******    *******      *   *******     **         *****

OnDemand for OS/390                                    Date:    04/19/01
                                                       Time:    16:07:06
              Report Selection Options                 Lterm:   ISD12087

    Report Identifier...............:   CDODINFO


    Report Date Range...............:   __ / __ / __ - __ / __ / __ MM/DD/YY

    Fastpath?.......................:   Y
    Browse Report?..................:   _

                Enter=Search   F1=Profile   F3=End   Clear=Exit
```